

FACILITIES MANAGEMENT DIVISION
WEEKLY REPORT FOR PERIOD ENDING 6 NOVEMBER 1986

1. Status of Tasks Assigned by Senior Management:

a. Work continued on surveying the home of the DCI. The Chief, Design Branch, has spent approximately 25 hours documenting the existing conditions. He worked 31 October and most of 1 November to complete the on-site documentation.

25X1

2. Major Events That Have Occurred During the Preceding Week:

a. On 28 October 1986, four night jobs were accomplished: four lockers were assembled and 30 pieces of furniture were PTI'd for IC Staff, F Street; offloaded and delivered 13 conservaviles and tops for DDI/MPSS; offloaded and delivered 37 pieces of Corry Jamestown furniture to 1D23, IMS/DDO and 20 pieces of existing furniture items were PTI'd; inspected the corridors picking up 85 pieces of excess furniture which was loaded onto the [] Truck. A total of 55 staff and 83 Kane overtime manhours were used.

25X1

b. On 29 October 1986, three night jobs were completed: 74 pieces of Corry Jamestown furniture were delivered to EA Division and 30 pieces of furniture were PTI'd; 16 pieces of furniture to IMS/DDO and 10 pieces of furniture were PTI'd; 100 boxes of carpet was delivered to Chamber of Commerce for OTE and 55 chairs were PTI'd. A total of 25 staff and 59 Kane overtime manhours were expended.

c. On 1 November, two jobs were managed: 40 boxes of Wang equipment, 15 conservaviles, and three secretarial desks were offloaded [] for DDO/NE; and 105 square yards of carpet tiles were installed for OTE. A total of 54 staff overtime manhours were expended.

25X1

~~CONFIDENTIAL~~

25X1 e. The Passenger Vehicle Section has received
no memorandums requesting transportation for [] passengers via
25X1 special runs during the forthcoming week. []

yes
No
i. ~~The Headquarters Consolidation Staff (HCS)~~ have been identified
identified 11 nationally known architect-engineer firms for design of the backfill and upgrade of the Old Headquarters Building. A solicitation letter is being prepared with response due 21 November. The responding firms will be ranked in order of technical expertise and the top four to six firms will be interviewed for final ranking and selection.

No
25X1 j. Mr. Gary Wallace, Vice President of Ogden Allied Services Corporation, met with the Chief, Operations, FMD, to formulate Allied team organization and milestone actions for this contract. The Allied site manager and project officer, as well as the Agency contracting officer and COTR, were then briefed on both areas of concern. []

25X1 k. The Office of Security has requested additional physical security protection for the Main Entrance. A scope of work has been proposed and forwarded to ~~be done~~, FMD contract architects and engineers. The upgrade consists of installing static barriers under the front entrance canopy, replacing the VIP lot guard house, and modifying the grassy area fronting the main entrance. [redacted]

25X1 1. The Employee Art Exhibit is displayed in the FAC Exhibit Hall, 1D corridor, Headquarters, for the month of November. The Interior Design Staff set up the hall and processed all publicity for the EAA activity. [redacted]
25X1 [redacted]

m. On 3 and 4 November, the Interior Design Consultant assisted the DDA Executive Officer in screening potential sculptors for a DCI project to commemorate General Donovan. *coord with PD?*

3. Upcoming Events:

a. The New North Dock will not be opening until circa 1 December 1986 vice early November as originally planned. The delay in opening is due to the large number of items the contractor must correct before NBPO will approve acceptance of the North Dock.

b. A work request is being prepared by Building Services Branch to have the incinerator removed from the basement. The room will be utilized for either a new incinerator or for storage.

25X1 c. The Design Branch will be working on a package to install a computer equipment room for the DCI Wang Alliance System. This work is also in support of electrical upgrading performed by Maintenance Branch, FMD. [redacted]

d. The Interior Design Consultant arranged for the reupholstery of lounge pieces in the DDCI office and the purchase of new 18th century style conference chairs. Reupholstery is scheduled for the week of 21 November.

4. Management Activities and Concerns:

25X1 a. [redacted] of Building Services Branch will maintain contact with various offices to ensure customer satisfaction and to increase employee awareness within BSB of the quality control procedures being monitored. *good!*

25X1 b. On Tuesday, 4 November, the Chief and Deputy Chief of the Motor Pool Branch, are scheduled to attend a Skills Workshop Program on the Procurement of Automobiles and Leasing to be held at the [redacted] Building.

c. FMD management has continued their efforts on getting the backfill, ILSP and cafeteria projects up to speed. Briefings were prepared and presented to the Director of Logistics and we are currently preparing a briefing for the DDA.

d. Personnel changes during the period 29 October through 5 November were as follows:

DEPARTURES:

25X1 [redacted] BSB Resigned
MPB Resigned

ARRIVALS:

25X1 [redacted] OPS 10/27/86
OPS 10/27/86

25X1 [redacted] Chief
Facilities Management Division, OL